



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
TUESDAY, JANUARY 17, 2023**

The Pamlico County Board of Commissioners met in regular session on Tuesday, January 17, 2023 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Kari Forrest, Candy Bohmert, Ed Riggs, Doug Brinson, Pat Prescott, and Carl Ollison were present. Also present were County Attorney Ross Hardeman, County Manager Tim Buck, Finance Officer Bill Fentress, Assistant County Manager Justin Oakes, and Clerk to the Board Chantelle Allison.

Chairman Riggs called the meeting to order and led the assemblage in the Pledge of Allegiance.

Chairman Riggs asked if there were any corrections, additions, and/or deletions to the January 3, 2023 Regular Session minutes. There were no changes, then on a motion made by Commissioner Brinson and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the January 3, 2023 Regular Session minutes are hereby approved, and the Chairman's signature is authorized thereon.

On a motion made by Commissioner Baskervill and seconded by Commissioner Brinson, the following resolutions for Employee Recognition were unanimously approved [22-23-131].

**RESOLUTION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS
HONORING THE SERVICE OF PAMLICO COUNTY HUMAN SERVICES CENTER
WORK FIRST SOCIAL WORKER, FRANCHENA MCFADYEN**

- WHEREAS,** in February 1988, Franchena McFadyen began her employment with the Pamlico County Department of Social Services as a Medicaid Eligibility Worker; and
- WHEREAS,** Ms. McFadyen served in an essential role for 7 ½ years, evaluating and determining eligibility of lower income families for Medicaid programs and services; and
- WHEREAS,** Ms. McFadyen returned to Pamlico County Department of Social Services in May of 2005 to continue her career determining Medicaid eligibility; and
- WHEREAS,** beginning March 1st, 2016, Ms. McFadyen would become the agency's Work First Social Worker, assisting families in their search for employment and self-sufficiency; and
- WHEREAS,** Ms. McFadyen selflessly served during several disasters, assisting her co-workers in the housing and feeding of Pamlico County residents during hurricanes and flooding; and
- WHEREAS,** Ms. McFadyen served as a great example of a public servant through her hard work and dedication to meeting the needs of Pamlico County residents, while always treating all individuals fairly and with dignity; and

NOW, THEREFORE, BE IT RESOLVED that the Pamlico County Board of Commissioners hereby recognize Franchena McFadyen for her nearly 35 years of exemplary service to local government agencies, 25 of which were spent serving in Pamlico County.

BE IT FURTHER RESOLVED, that the Pamlico County Commissioners extend their best wishes to Ms. McFadyen upon her retirement beginning January 1, 2023.

ADOPTED the 17th of January, 2023 by the Pamlico County Board of Commissioners.

**RESOLUTION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS
HONORING THE SERVICE OF PAMLICO COUNTY HUMAN SERVICES CENTER
PROCESSING ASSISTANT IV, MICHEAL SMITH**

WHEREAS, in September of 2015, Micheal Smith began his employment with the Pamlico County Maintenance Department as a Maintenance Technician; and

WHEREAS, Mr. Smith sought an opportunity to be able to better serve his community through another County position by providing clerical services at the Department of Social Services as a Processing Assistant IV beginning in March of 2021; and

WHEREAS, Mr. Smith served in the important role of being the first person encountered when visiting or calling into the agency, thus setting the tone for the public's interaction with Social Services; and

WHEREAS, Mr. Smith has an extensive personal collection of more than 60 Christmas trees and wouldn't hesitate to create a festive atmosphere for the DSS clients and his co-workers to enjoy, often using his own decorations; and

WHEREAS, Mr. Smith always had a good story to share and wouldn't hesitate to engage his co-workers in conversations about martial arts, music, musical instruments, photography, his camera collection and his love of his wife and the Lord; and

NOW, THEREFORE, BE IT RESOLVED that the Pamlico County Board of Commissioners hereby recognize Micheal Smith for his seven years of exemplary service to Pamlico County.

BE IT FURTHER RESOLVED, that the Pamlico County Commissioners extend their best wishes to Mr. Smith upon his retirement effective February 1st, 2023.

ADOPTED the 17th of January, 2023 by the Pamlico County Board of Commissioners.

Chairman Riggs invited Mr. Reid Parker from Carr, Riggs, & Ingram to present the FY 2021-22 Audit Report [22-23-132]. The County received a favorable review, and there were no concerns or issues found in the Audit.

Chairman Riggs asked if there were any additions and/or deletions to the agenda, and there were no motions made. The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Bohmert and seconded by Commissioner Prescott, the following

resolutions were unanimously approved.

BE IT RESOLVED, the following Budget Amendment(s) are hereby approved [22-23-133].

<i>Department:</i> Health Department			#23-074
FISCAL YEAR 2022-2023			
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
NUMBER		INCREASED	DECREASED
105122-512100	Salaries & Wages		\$ 21,000.00
105122-529000	Departmental Supplies	\$ 18,250.00	
105122-519900	Contracted Services	\$ 2,750.00	
<i>Reason for Budget Revision:</i> To transfer monies to be able to use for Departmental Supply and Contracted Services per agreement administrator.			

<i>Department:</i> Health Department			#23-075
FISCAL YEAR 2022-2023			
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
NUMBER		INCREASED	DECREASED
100211-435510	Aid to Counties	\$ 111.86	
105110-519900	Contracted Services	\$ 111.86	
<i>Reason for Budget Revision:</i> To show Stericycle refund.			

<i>Department:</i> Senior Services			#23-076
FISCAL YEAR 2022-2023			
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
NUMBER		INCREASED	DECREASED
100400-438303	Senior Services Revenues	\$ 2,000.00	
104930-522000	Food and Provisions	\$ 2,000.00	
<i>Reason for Budget Revision:</i> To increase funds for a donation received.			

<i>Department:</i> Inspections			#23-077
FISCAL YEAR 2022-2023			
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
NUMBER		INCREASED	DECREASED
104350-519900	Contracted Services		\$ 1,200.00
104350-531000	Travel	\$ 1,200.00	
<i>Reason for Budget Revision:</i> To transfer funds to cover future training and travel expenses.			

Department: Water Department

#23-078

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-555000	Capital Outlay		\$ 15,000.00
307140-525100	Auto Supplies	\$ 15,000.00	

Reason for Budget Revision: To transfer funds to cover increased gas expense.

Department: Register of Deeds

#23-079

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104180-532001	Postage		\$ 276.91
104180-531000	Travel	\$ 276.91	

Reason for Budget Revision: To transfer funds to cover the cost of the 2023 NCARD Legislative/Educational Conference.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104110-555001	Special Board Projects ARPA	\$ 1,971,876.00	
<u>Sheriff</u>			
104310-512100	Salaries & Wages		\$ 514,503.00
104310-512200	Overtime		\$ 39,985.00
104310-518100	FICA Expense		\$ 38,132.00
104310-518101	Medicare Expense		\$ 8,528.00
104310-518200	Retirement Expense		\$ 74,493.00
104310-518210	401K Employer Contribution		\$ 29,060.00
104310-518300	Group Insurance		\$ 81,440.00
<u>Jail</u>			
104320-512100	Salaries & Wages		\$ 329,682.00
104320-512200	Overtime		\$ 52,000.00
104320-518100	FICA Expense		\$ 27,459.00
104320-518101	Medicare Expense		\$ 6,027.00
104320-518200	Retirement Expense		\$ 54,256.00
104320-518210	401K Employer Contribution		\$ 6,850.00
104320-518300	Group Insurance		\$ 54,511.00
<u>Dispatch</u>			
104321-512100	Salaries & Wages		\$ 188,892.00
104321-512200	Overtime		\$ 20,000.00
104321-518100	FICA Expense		\$ 13,801.00
104321-518101	Medicare Expense		\$ 2,695.00
104321-518200	Retirement Expense		\$ 27,307.00
104321-518210	401K Employer Contribution		\$ 3,161.00
104321-518300	Group Insurance		\$ 29,669.00
<u>EM</u>			
104330-512100	Salaries & Wages		\$ 45,000.00
104330-518100	FICA Expense		\$ 3,000.00
104330-518200	Retirement Expense		\$ 6,000.00
104330-518300	Group Insurance		\$ 9,000.00
<u>Finance</u>			
104130-512100	Salaries & Wages		\$ 141,188.00
104130-518100	FICA Expense		\$ 4,937.00
104130-518101	Medicare Expense		\$ 1,710.00
104130-518200	Retirement Expense		\$ 16,085.00
104130-518300	Group Insurance		\$ 19,785.00
<u>HR</u>			
104121-512100	Salaries & Wages		\$ 32,091.00
104121-518100	FICA Expense		\$ 1,853.00
104121-518200	Retirement Expense		\$ 3,455.00
104121-518300	Group Insurance		\$ 3,626.00
<u>County Manager</u>			
104120-512100	Salaries & Wages		\$ 65,566.00
104120-518100	FICA Expense		\$ 4,223.00
104120-518101	Medicare Expense		\$ 605.00
104120-518200	Retirement Expense		\$ 7,627.00
104120-518300	Group Insurance		\$ 3,674.00

Reason for Budget Revision: To move budget for BOC-directed ARPA Projects to ARPA Project line from excess budgets created via revenue replacement of expense lines in those departments.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
<u>Sheriff</u>			
104310-512100	Salaries & Wages	\$ 306,000.00	
<u>Jail</u>			
104320-512100	Salaries & Wages		\$ 90,000.00
104320-512200	Overtime		\$ 18,000.00
104320-518100	FICA Expense		\$ 9,000.00
104320-518101	Medicare Expense		\$ 2,500.00
104320-518200	Retirement Expense		\$ 15,500.00
104320-518210	401K Employer Contribution		\$ 2,700.00
104320-518300	Group Insurance		\$ 16,300.00
<u>Dispatch</u>			
104321-512100	Salaries & Wages		\$ 40,000.00
104321-512200	Overtime		\$ 5,000.00
104321-518100	FICA Expense		\$ 2,000.00
104321-518101	Medicare Expense		\$ 1,000.00
104321-518200	Retirement Expense		\$ 6,200.00
104321-518210	401K Employer Contribution		\$ 800.00
104321-518300	Group Insurance		\$ 7,000.00
<u>EM</u>			
104330-512100	Salaries & Wages		\$ 16,500.00
<u>Finance</u>			
104130-512100	Salaries & Wages		\$ 23,000.00
104130-518100	FICA Expense		\$ 3,000.00
104130-518101	Medicare Expense		\$ 700.00
104130-518200	Retirement Expense		\$ 3,900.00
104130-518210	401K Employer Contribution		\$ 4,300.00
104130-518300	Group Insurance		\$ 5,000.00
<u>HR</u>			
104121-512100	Salaries & Wages		\$ 8,000.00
104121-512100	FICA Expense		\$ 500.00
104121-518101	Medicare Expense		\$ 1,000.00
104121-518200	Retirement Expense		\$ 1,000.00
104121-518210	401K Employer Contribution		\$ 500.00
104121-512100	Group Insurance		\$ 1,000.00
<u>County Manager</u>			
104120-512100	Salaries & Wages		\$ 16,600.00
104120-518100	FICA Expense		\$ 500.00
104120-518101	Medicare Expense		\$ 500.00
104120-518200	Retirement Expense		\$ 1,000.00
104120-518210	401K Employer Contribution		\$ 500.00
104120-518300	Group Insurance		\$ 2,500.00

Reason for Budget Revision: To equitably redistribute previous budget amendment that allocated entire \$500,000.00 to sewer expense from Sheriff Department salary expense only.

Department: Sheriff Department

#23-082

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104310-512100	Salaries & Wages	\$ 54,000.00	
104310-512200	Overtime		\$ 7,000.00
104310-518100	FICA Expense		\$ 7,000.00
104310-518101	Medicare Expense		\$ 2,000.00
104310-518200	Retirement Expense		\$ 15,000.00
104310-518210	401K Employer Contribution		\$ 7,000.00
104310-518300	Group Insurance		\$ 16,000.00

Reason for Budget Revision: To equitably redistribute within Sheriff Department previous budget amendment that allocated entire \$500,000.00 to sewer expense from Sheriff Department salary expense only.

Department: Animal Control

#23-083

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 237.55	
104380-519900	Contracted Services	\$ 237.55	

Reason for Budget Revision: To recognize monies received for Animal Control judgement and increase contracted services line.

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman's signature is authorized thereon [22-23-134].

BE IT RESOLVED, the request to reappoint Mr. James Holton to the Agriculture Advisory Board is hereby approved [22-23-135].

BE IT RESOLVED, the request to approve the IT contract with Integraworx, with a term of July 1, 2022 – June 30, 2023 is hereby approved [22-23-136].

BE IT RESOLVED, the request to approve a revised Memorandum of Understanding (MOU) with the Town of Bayboro regarding the Town/Veterans Park property is hereby approved [22-23-137].

BE IT RESOLVED, the request for permission to solicit quotes to replace the Jail cell locks is hereby approved [22-23-138].

BE IT RESOLVED, the request to approve the transfer of Parcel M031-88 to Goose Creek Island VFD is hereby approved [22-23-139].

BE IT RESOLVED, the request to approve an amended Shared Leave Policy, increasing the number of donated hours an employee may receive to 480 hours per 12 month period, and employees may donate their accrued Comp-time as well as vacation time, is hereby approved [22-23-140].

The Board then turned their attention to the Correspondence Agenda.

The Board discussed the request from the Sheriff's Department and the Pamlico County Schools for additional School Resource Officers (SRO's). The School received a grant to help fund up to 3 additional SRO's. There was considerable discussion between the Board, Sheriff, and School representatives.

On a motion made by Commissioner Brinson, seconded by Commissioner Prescott, and approved by a majority vote of 6:1 with Commissioner Baskervill dissenting, the following resolution was approved.

BE IT RESOLVED, the request for the County to fund 3 new school resource officers for 2 months of the year at an approximate cost of \$36,000 (\$12,000 per officer), with the school funding the remainder of the year, is hereby approved [22-23-141].

The Board discussed a list of lobbyist activities, and will work towards prioritizing the County's needs. No action was taken [22-23-142].

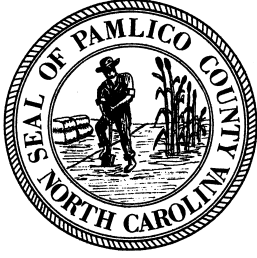
Chairman Riggs invited Health Director Melanie Campen to present the Health Department's Quarterly Report (attached) [22-23-143].

There being no further business, on a motion made by Commissioner Bohmert and seconded by Commissioner Baskervill, the Board adjourned until the next regular meeting on Monday, February 6, 2023 at 7:00pm. Time Recorded: 8:51pm.

Chairman

Clerk to the Board

Attachment: Health Department Quarterly Report



Pamlico County Health Department

203 North Street

PO Box 306

Bayboro, NC 28515

Tel: (252) 745-5111 Fax: (252) 249-5900

Health Director: Melanie D. Campen



BOARD OF HEALTH MEETING

January 17, 2023

7:00pm HD Conference Room

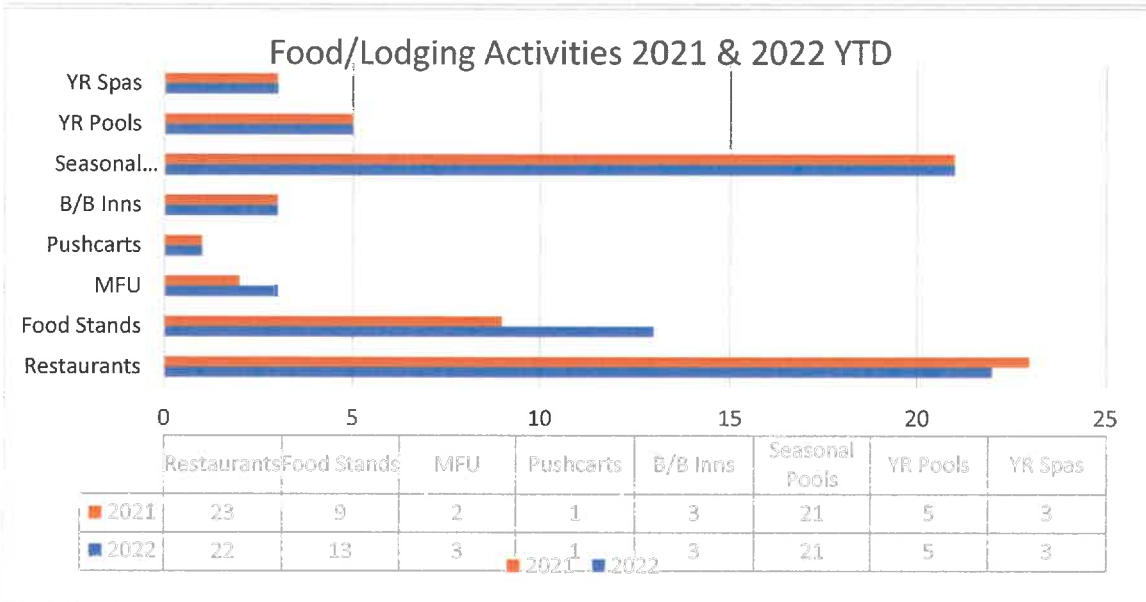
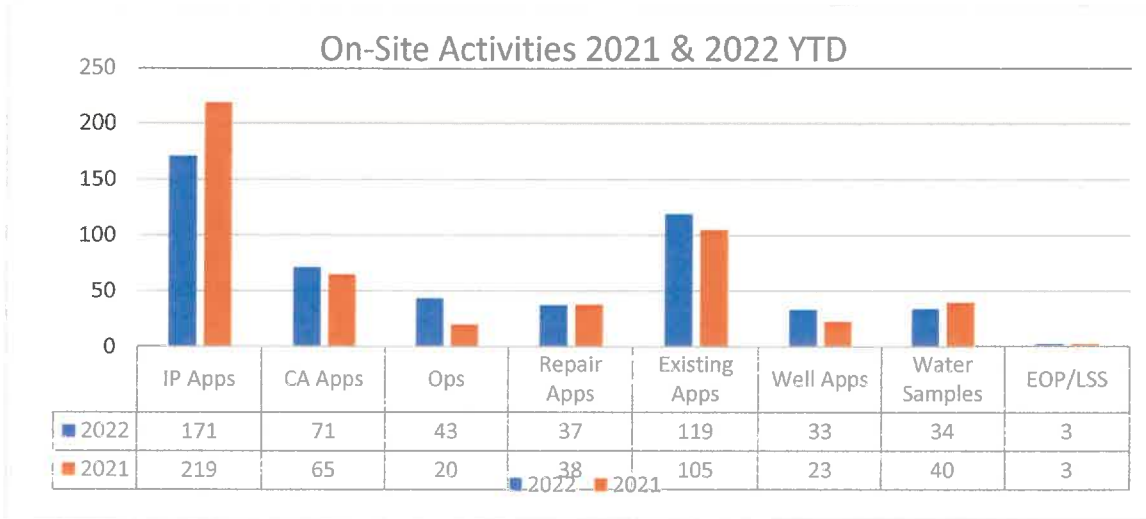
1. Welcome
2. 2022 Year End Review-Melanie
 - a. Environmental Health YTD activities
 - b. Clinic YTD activities
 - c. WIC YTD activities
 - d. Revenues YTD
3. Plan of Work
4. Advisory Board Vacancies
5. Additional Services
 - a. PPE (Sports Physicals)Participation physical evaluation
 - i. 15-20 phone calls from individuals, coaches, even former CC. I believe there is a community need. We assure all Child Health with Craven, but Lynn and myself met with the State, and there is a way for us to provide sports physicals. CCHC is not conducting any PPEs and Greene County (across the street) and Craven Health Department do not do PPEs, only wellness physicals so that they can receive more \$\$\$. We would do a fixed rate (sliding fee scale based on income). We are still on the research end of this and wanted to know if the Board would like to consider offering this service. This will count towards meeting one of our priorities-community wellness. We would charge \$80. Would take about 1.5 hours to complete the PPE.
 - ii. We have an Administrative and Financial audit as well as a BCCCP audit this month. Not anticipating any issues at this time with the audits.
6. Clinic updates
 - i. Increasing number of covid, flu, rsv, and mimic virus events. This information has been disseminated to partners and local providers. The NC Community Contact Tracing Network has been conducting covid contact tracing but will disband and contact tracing will transition back to lhd nurses in February.
 - ii. We have an Administrative and Financial audit as well as a BCCCP audit this month. Not anticipating any issues at this time with the audits.

- iii. Seeing increase in chain of custody urine drug screenings
- iv. Increase rise syphilis and other STDs at this time. Local providers have been notified.
- v. Our Community health improvement plan (CHIP) received a satisfactory grade, still waiting on a few numbers, NCWork, Coastal Community Action, and Animal Control.
- vi. 2022 SOTCH report due March 6, 2023
- vii. ABOH scheduled to develop Strategic Plan for 2022-2024 during next meeting. Next meeting February 7th at 5:30, then every other month on the first Tuesday.
- viii. Pamlico HD did receive some ARPA monies from Region X. Reimbursement type funds up to \$147,000.

7. Member Comments

8. Public Comments

9. Adjourn

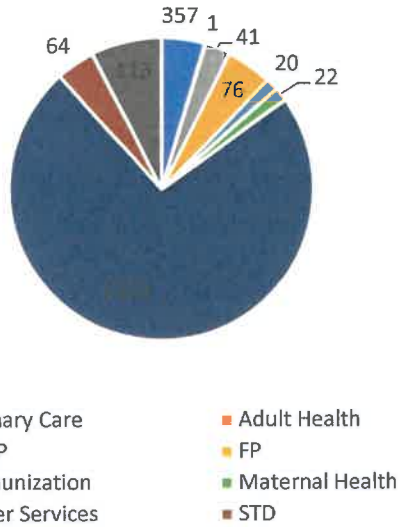


On-Site Wastewater Protection seems to be steady with last year’s numbers. We doubled the number of Operation Permits and there was a slight increase in Existing Applications, however, our Contractor EHS usually takes these applications to free up more time-consuming applications for EH Coordinator. There is still an EHS position currently advertised but not much interest.

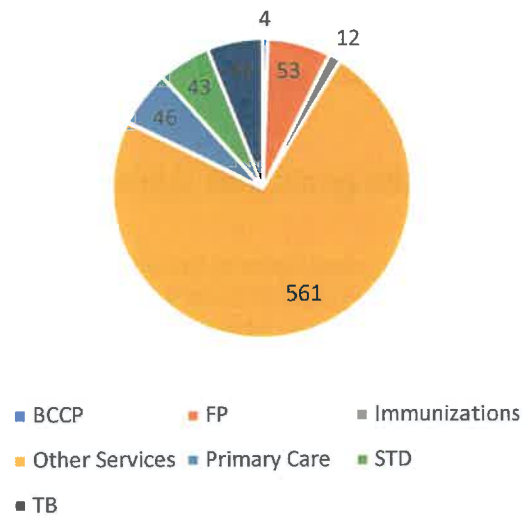
The Food and Lodging Program is holding steady as well. We have one full-time EHS and a part-time EHS (11 hours or less a week). The total number of inspections/site visits is reported as **202** for 2022 versus 150 in 2021. This includes Catered Elderly Nutrition Sites, Public School Lunchrooms and Buildings, Nursing Home Food Service and Buildings, Resident Camps, Meat Markets, Child Day Cares, Residential Care, and Local Confinement (not listed on chart). Last year, F&L accomplished 100% compliant inspections again! Numbers for facilities can be made available if requested by the Board.

PAMLICO COUNTY HEALTH DEPARTMENT YEAR IN REVIEW 2022

HD Number of Patients 2022



HD Number of Patients 2021



2022 Program	# Patients	# Visits	# Billable Procedures
BCCP	41	42	84
Immunization	20	20	48
Maternal Health	22	22	64
Other Services	1123	1170	2212
Primary Care	70	70	135
STD	64	69	253
Tuberculosis	113	130	141
Adult Health	1	1	2
Family Planning	76	82	170
TOTALS	1530	1606	3109

2021 Program	# Patients	# Visits	# Billable Procedures
BCCP	4	4	7
Immunization	12	12	38
Maternal Health	0	0	0
Other Services	561	588	1077
Primary Care	46	48	152
STD	43	47	159
Tuberculosis	46	46	47
Adult Health	0	0	0
Family Planning	53	53	148
TOTALS	765	798	1628

Clinic numbers have almost doubled. We have more staff available, although most are new to the team. These numbers were pulled from our Patagonia database.

WIC 2021 & 2022 Appointments

Scheduled Appointments	2021 Calendar Year	2022 Calendar Year
Initial Certification	98	113
Subsequent Certification	526	625
Nutrition Education-Individual	203	169
Food Benefit Issuance	914	734
Mid-Certification Assessment	420	338
High Risk Follow-up	0	0
Low Risk Follow-up	3	4
Breastfeeding	129	240
Total # of Scheduled Appts	2293	2223

PAMLICO COUNTY HEALTH DEPARTMENT YEAR IN REVIEW 2022

The WIC department has seen a slight drop in appointments, due to participants aging out of the program, relocating out of the State, and the number one reason for Pamlico is the number of miscarriages.

The WIC expenditure report for Pamlico County has not been received from the State as of today.

Listed are the goals that were set for the calendar year 2022:

Continue with renovations to the Health Department.

- ✓ Continue to promote Covid Vaccinations and testing.
- ✓ Work on bettering relations with Community Partners.
- ✓ Increase community outreach events.
- ✓ Prepare for 2022 Accreditation Site Visit and passed with Honors.
- ✓ Find Partners with mental/behavioral health support. -Met with Promise Place, plan to collaborate with this organization in future
- ✓ Contract with LabCorp or Quest to receive microscope for wet-preps-was able to purchase a microscope with grant monies.
- ✓ Plan/implement EPI Team meetings as required Meetings are scheduled, we are working to get new EPI room renovated (new flooring needed)
- ✓ Update Preparedness Program-on-going.
- ✓ Have an EHS licensed in Pesticides. -EH Coordinator is in place and has sprayed
- ✓ Advertise for Health Educator-Hired a PHII Nurse.
- ✓ Advertise for Environmental Health Coordinator-Hired.
- ✓ Continue to decrease EH backlog with the use of Contract Workers until 3-4 weeks out.
- ✓ Purchase 2 Computer on Wheels for clinic.
- ✓ Work on increasing the image of the Pamlico County Health Department by advertising our services.-on-going

Other goals that were achieved in the past year

- Health Department
 - sent proposal for Opioid Settlement funds
 - Continue with renovations, discovered new/reoccurring issue with moisture in the 'upstairs' portion of the HD. Have contractor coming to determine cost to fix and possibly install sump pump to help, will keep Board updated.
 - Have a possible pharmacist that will join the Advisory Board, as well as some at large members interested.
 - Plan of Work developed for known/required monthly activities

- Environmental Health
 - Secured grant for Mosquito Control, first year \$6000, following years \$4000 to last until funding has been depleted. Consists of trapping 2 times per 2 weeks & identifying. EH Coordinator to oversee project.
 - F/L Program Specialist nominated to the North Carolina State Board of Regional Environmental Health Specialist by Governor
 - F/L received approximately \$4000 and was directly deposited back to F/L per State guidelines for 100% inspections met for 2021
 - F/L met the 100% inspections again for 2022 and will be receiving funds again this year

PAMLICO COUNTY HEALTH DEPARTMENT YEAR IN REVIEW 2022

- Clinic
 - Increase demand for chain of custody urine drug screenings
 - Billing and Coding position starting to receive funds, new hire starting billing/coding classes this month to receive certificate
 - Interim WIC Director named and is currently taking classes to receive diploma
 - Seeing increase in acute adult care due to Urgent Care closing
 - Meeting with State to determine what child health programs we can currently offer (mainly sports physicals)
 - WIC will participate in Pilot project in which Family Dollar and Dollar General will look at becoming a provider for our WIC clients.

Upcoming year 2023 goals:

- Continue with renovations to building as cost allows
- Research grants and additional funding to possibly build new HD
- Send out invites for membership on the Advisory Board
- Collaborate with CDC employee that has relocated to Pamlico about securing additional grants
- Update Board of Health Handbook and create new for Advisory Board of Health, to include trainings
- Address Strategic Plan with ABOH 2022-2024, and SWOT Analysis
- Continue to work on new Accreditation Cycle 2026

Pamlico County Health Department Revenues 2022 vs. 2021

DEPOSITS 2022	CLINIC	HD BILLING	ENV HLTH
Jan-June	535.00	4,794.00	47,460.00
July-December	2,674.40	6,853.26	39,365.00
TOTALS	3,209.40	11,647.00	86,825.00

Approximately \$30,000 directly deposited. Waiting to be added to MUNIS for official numbers.

DEPOSITS 2021	CLINIC	ENV HLTH
Jan-June	528.59	50,780.00
July-December	480.00	37,425.00
TOTALS	1,008.59	88,205.00

Pamlico County Health Department
Plan of Work for 2023

January	February
<p>FP Annual Report due by 1/18/2023</p> <p>151 Smartsheet Annual Report 340B/Pharmacy Inventory – Bi-Monthly 361 Smartsheet Report 452 Smartsheet Report 514 Smartsheet Report 536 Smartsheet Report 539 Smartsheet Report 543 Smartsheet Report 546 Smartsheet Report 610 Smartsheet Report 619 Smartsheet Report 620 Smartsheet Report 715 Smartsheet Report 716 Smartsheet Report Accreditation Meeting Admin/Financial Audit (Turnley) Annual Employee Training Issued Bad Debt 2022 Review BCCCP Manual – Review/Revise Billing/Coding Report – Submission/Audit Bio-Terrorism Plan – Review/Revise BOCC/BOH YTD report BOH/County Commissioner Meetings Budget Program Line Item Review CD Manual – Review/Revise CHIPS Training Clinic Staff Meeting Clinic/WIC - Scales/Equipment Calibrations COVID Webinar NCEDSS – Bi-Weekly Department Head Meetings Department Meeting Environmental Health Meeting Epidemiology Plan – Review/Revise Finish II and State IV Inspections GETS PHSWIDE Health Director Meetings Health Issue/Concern Report Internal Chart Audit EMR (BCCCP) Internal Chart Audit EMR (FP) Internal Chart Audit EMR (Imm) JCPC Meeting Job Description Review/Revise - Leadership Leadership Meeting Monthly ATC Draw Down Monthly Safety Check Reports Monthly EH Onsite Reports</p>	<p>Child Health AA mid year report by 2/10/23</p> <p>340B/Pharmacy Inventory – Bi-Monthly 361 Smartsheet Report 452 Smartsheet Report 514 Smartsheet Report 539 Smartsheet Report 543 Smartsheet Report 546 Smartsheet Report 551 Smartsheet Report 619 Smartsheet Report 620 Smartsheet Report 716 Smartsheet Report Accreditation Meeting Administrative Policy Manual – Review/Revise Billing/Coding Report Bloodborne Pathogens Training Breastfeeding Peer Counselor Quarterly Report CFPT/CCPT Meeting CHIPS Trainings CLC LEPC Clinic Staff Meeting COVID Webinar NCEDSS – Bi-Weekly Department Head Meetings Department Meeting Environmental Health Meeting EH Manuals – Review/Revise EH Complaint Log – Review/Revise Finish II and III Inspections Fire Extinguisher Training FIT Testing FP Manual – Review/Revise GETS PHSWIDE Health Director Meetings Immunization Manual – Review/Revise Internal Chart Audit EMR (CD) Internal Chart Audit EMR (FP) Internal Chart Audit EMR (DOT) JCPC Meeting Leadership Meeting Monthly ATC Draw Down Monthly Safety Check Report Monthly EH Onsite Reports NC Detect Online OSWW Applications OSWW Finals PCHD Advisory Board Meeting Pharmacy Manual – Review/Revise</p>

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<p>NC Detect Online OSWW Applications OSWW Finals Partnership Board Meeting Pharmacy Certificate Preparedness Coordinator Meeting Preparedness Plan – Review/Revise Radio Checks PHSWIDE Restaurant Inspections Standing Orders Manual – Review/Revise Thermometer Calibrations Title X Meetings Trillium Meeting Vaccine Inventory – Weekly Water Samples Well Applications</p>	<p>Policy Revisions Due to Supervisors Radio Checks PHSWIDE REHS Board Meeting Restaurant Inspections Sign Job Descriptions Thermometer Calibrations Title X Meetings Transitional Permitting Trillium Meeting Vaccine Inventory – Weekly Water Samples Well Applications WIC Director Call</p>
<p>March 151 Smartsheet Report 340B/Pharmacy Inventory – Bi-Monthly 361 Quarterly Report 361 Smartsheet Report 403 Smartsheet Report/Audit 452 Quarterly Report 452 Smartsheet Report 514 Quarterly Report 514 Smartsheet Report 539 Quarterly Report 539 Smartsheet Report 543 Quarterly Report 543 Smartsheet Report 546 Quarterly Report 546 Smartsheet Report 619 Quarterly Report 619 Smartsheet Report 620 Quarterly Report 620 Smartsheet Report 715 Quarterly Report 715 Smartsheet Report 716 Quarterly Report 716 Smartsheet Report 886 Com Act Plan Smartsheet Report Accreditation Dashboard Update Accreditation Meeting Annual STI Update Billing/Coding Report BOH/Commissioners Meetings Budget Program Line Item Review</p>	<p>April 340B/Pharmacy Inventory – Bi-Monthly 361 Smartsheet Report 452 Smartsheet Report – 4/10/23 514 Smartsheet Report 539 Smartsheet Report 543 Smartsheet Report 546 Smartsheet Report 619 Smartsheet Report 620 Smartsheet Report 715 Smartsheet Report – 4/28/23 716 Smartsheet Report AA’s – Next Fiscal Year Accreditation Meeting Annual Employee Appraisals - Leadership Annual Self- Evaluation Appraisals Billing/Coding Report BOH/Commissioner Meetings CFPT/CCPT Meeting Children’s EH Regional Meeting CHIPS Training Civil Rights Training Clinic Staff Meeting COVID Webinar NCEDSS – Bi-Weekly Department Meeting EDNCPHA Meeting ENCPHA Conference Environmental Health Meeting EPI/BIO/POD Activity Family Planning Consultant Site Visit GETS PHSWIDE</p>

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<p>CHIPS Scorecard Quarterly Update CHIPS Training Clinic Staff Meeting COVID Webinar NCEDSS – Bi-Weekly Department Meeting Environmental Health Meeting Epi/Preparedness Meeting Finish II Inspections Fire Drill FPAR Quarterly Report GETS PHSWIDE Health Director Meetings Internal Chart Audit EMR (CD) Internal Chart Audit EMR (DOT) Internal Chart Audit EMR (FP) JCPC Meeting Leadership Meeting Monthly ATC Draw Down Monthly EH Onsite Reports NC Detect Online NENCPPH Retreat OSWW Applications OSWW Finals Partnership Board Meeting Preparedness Coordinator Meeting Quarterly Smartsheet Reports Radio Check PHSWIDE REHS Board Meeting Restaurant Inspections SOTCH 2022 – 3/6/23 Thermometer Calibrations Title X Meetings Trillium Meeting Vaccine Inventory – Weekly Water Samples Well Applications WIC Awareness Week</p>	<p>Health Director Meetings JCPC Meeting Lab Manual – Review/Revise Leadership Meeting Monthly ATC Draw Down Monthly Safety Check Report Monthly EH Onsite Reports Mosquito Response Mosquito Trapping NC Detect Online OSWW Applications OSWW Finals Pamlico Partnership Fun Day PCHD Advisory Board Meeting Preparedness Coordinator Meeting Rabies Clinic Radio Checks PHSWIDE Restaurant Inspections Sign Off Policies – Leadership/Med Director SOTCH Presentation to HOPE Clinic TB Skin Test – Staff Title X Meetings Tornado Awareness Week (Drill) Trillium Meeting Vaccine Inventory – Weekly Water Samples Well Applications WIC Director Call WIC Manual Update</p>
<p>May 340B/Pharmacy Inventory – Bi-Monthly 361 Smartsheet Report 452 Smartsheet Report 514 Smartsheet Report</p>	<p>June 340B/Pharmacy Inventory – Bi-Monthly 361 Quarterly Report 361 Smartsheet Report 403 Smartsheet Report/Audit</p>

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539 Smartsheet Report	403 Quarterly Report
543 Smartsheet Report	452 Quarterly Report
546 Smartsheet Report	452 Smartsheet Report
619 Smartsheet Report	514 Quarterly Report
620 Smartsheet Report	514 Smartsheet Report
716 Smartsheet Report	539 Quarterly Report
352 Smartsheet Report – 5/31/23	539 Smartsheet Report
AA's and New Fiscal Budget Review/Submission	543 Quarterly Report
Accreditation Meeting	543 Smartsheet Report
Annual Employee Appraisal Meetings	546 Quarterly Report
Annual Employee Training Due - 5/31/23	546 Smartsheet Report
Bad Debt Report	551 Smartsheet Report
Billing/Coding Report	551 Quarterly Report
BOH/Commissioners Meetings	619 Quarterly Report
Breastfeeding Peer Coordinator Quarterly Report	619 Smartsheet Report
CHIPS Trainings	620 Quarterly Report
Clinic Staff Meeting	620 Smartsheet Report
Department Meeting	715 Quarterly Report
Environmental Health Meeting	715 Smartsheet Report
Fee Schedule Updates	716 Quarterly Report
Finish I inspections	716 Smartsheet Report
GETS PHSWIDE	886 Quarterly Report
Internal Chart Audit EMR (BCCCP)	886 Smartsheet Report
Internal Chart Audit EMR (IMM)	Accreditation Dashboard Update
JCPC Meeting	Accreditation Meeting
Leadership Meeting	Billing/Coding Report
Monthly ATC Draw Down	BOH/Commissioners Meetings
Monthly Safety Check Report	Budget Program Line Item Review
Monthly EH Onsite Reports	CFPT/CCPT Meeting
Mosquito Response	CHIPS Scorecard Quarterly Report
Mosquito Trapping	Clinic Staff Meeting
NC Detect Online	COVID Webinar NCEDSS – Bi-Weekly
OSWW Applications	Department Meeting
OSWW Finals	Environmental Health Meeting
Partnership Board Meeting	EPI/Preparedness Meeting
Pool/Spa Inspections	Finish II and III Inspections
Preparedness Coordinator Meeting	GETS PHSWIDE
Radio Checks PHSWIDE	Health Director Meetings
Regional Food Protection Branch Meeting	HRSA 340B Recert
Restaurant Inspections	JCPC Meeting
Safety Data Sheet Manual – Review/Revise	Leadership Meeting
Thermometer Calibration	Monthly ATC Draw Down
Trillium Meeting	Monthly Safety Check Report
Vaccine Inventory – Weekly	Monthly EH Onsite Reports
Water Samples	Mosquito Response
Well Applications	Mosquito Trapping
Health Director Meetings	NC Detect Online
Title X Meetings	New Year Budget Entry

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	<p>OSWW Applications OSWW Finals PCHD Advisory Board Meeting Pool/Spa Inspections Preparedness Coordinator Meeting Radio Check PHSWIDE REHS Board Meeting Restaurant Inspections Thermometer Calibrations Title X Meetings Trillium Meeting Vaccine Inventory – Weekly Vendor Coordinator Training Water Samples Well Applications WIC Director Call NENCPA</p>
<p>July 151 Smartsheet Report 340B/Pharmacy Inventory – Bi-Monthly 361 Smartsheet Report 452 Smartsheet Report 514 Smartsheet Report 539 Smartsheet Report 543 Smartsheet Report 546 Smartsheet Report 619 Smartsheet Report 620 Smartsheet Report 715 Smartsheet Report 716 Smartsheet Report Accreditation Meeting BCCCP Training Billing/Coding Report BOH/Commissioners Meetings Child Car Seat Technician Training CHIPS Trainings Clinic Staff Meeting COVID Webinar NCEDSS – Bi-Weekly Croaker Festival Department Meeting End of Month County/State Reports Environmental Health Meeting GETS PHSWIDE Pool/Spa Inspections Health Director Meetings JCPC Meeting Leadership Meeting</p>	<p>August 340B/Pharmacy Inventory – Bi-Monthly 361 Smartsheet Report 452 Smartsheet Report 514 Smartsheet Report 539 Smartsheet Report 543 Smartsheet Report 546 Smartsheet Report 619 Smartsheet Report 620 Smartsheet Report 716 Smartsheet Report Accreditation Meeting Billing/Coding Report BOH/Commissioners Meetings Breastfeeding Peer Counselor Quarterly Report Breastfeeding Symposium CFPT/CCPT Meeting CHIPS Trainings CLC LEPC Clinic Staff Meeting CPR/FA/AED Training Pamlico County Schools COVID Webinar NCEDSS – Bi-Monthly Department Meeting Environmental Health Meeting FEMA Class Fire Drill GETS PHSWIDE Health Director Meetings Internal Chart Audit (FP) JCPC Meeting</p>

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<p>Media Review (Family Planning) Due Monthly ATC Draw Down Monthly Safety Check Report Monthly EH Onsite Reports Mosquito Response Mosquito Trapping NC Detect Online OSWW Applications OSWW Finals Preparedness Coordinator Meeting Radio Checks PHSWIDE REHS Board Meeting Restaurant Inspections Thermometer Calibrations Title X Meetings Trillium Meeting Vaccine Inventory – Weekly Water Samples Well Applications</p>	<p>Leadership Meeting Monthly ATC Draw Down Monthly Safety Check Report Monthly EH Onsite Reports Mosquito Response Mosquito Trapping NC Detect Online OSWW Applications OSWW Finals Partnership Board Meeting PCHD Advisory Board Meeting Preparedness Coordinator Meeting Preparedness Site Visit (State) Radio Checks PHSWIDE Restaurant Inspections Thermometer Calibrations Title X Meetings Trillium Meeting Vaccine Inventory – Weekly Water Samples Well Applications WIC Director Call</p>
<p>September 340B/Pharmacy Inventory – Bi-Monthly 361 Quarterly Report 361 Smartsheet Report 403 Quarterly Report 403 Smartsheet Report/Audit 452 Quarterly Report 452 Smartsheet Report 514 Quarterly Report 514 Smartsheet Report 539 Quarterly Report 539 Smartsheet Report 543 Quarterly Report 543 Smartsheet Report 546 Quarterly Report 546 Smartsheet Report 551 Quarterly Report 551 Smartsheet Report – 9/22/22 619 Quarterly Report 619 Smartsheet Report 620 Quarterly Report 620 Smartsheet Report 715 Quarterly Report 715 Smartsheet Report 716 Quarterly Report</p>	<p>October 151 Smartsheet Report 340B/Pharmacy Inventory – Bi-Monthly 361 Quarterly Report 361 Smartsheet Report 452 Smartsheet Report 514 Smartsheet Report 539 Smartsheet Report 543 Smartsheet Report 546 Smartsheet Report 619 Smartsheet Report 620 Smartsheet Report 716 Smartsheet Report Accreditation Meeting Billing/Coding Report BOH/Commissioners Meetings CFPT/CCPT Meeting CHIPS Trainings CLIA Cert Lab Clinic Staff Meeting COVID Webinar NCEDSS – Bi-Weekly Department Meeting Environmental Health Meeting GETS PHSWIDE Health Director Meetings</p>

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<p>716 Smartsheet Report 886 Quarterly Report 886 Smartsheet Report Accreditation Dashboard Update Accreditation Meeting Billing/Coding BOH/Commissioners Meetings Budget Program Line Item Review Children’s EH Regional Meeting CHIPS Trainings Clinic Staff Meeting COVID Webinar NCEDSS – Bi-Weekly Department Meeting Environmental Health Meeting Epi/Preparedness Meeting FDA Retail Food Protection Seminar GETS PHSWIDE Health Director Meetings JCPC Meeting Leadership Meeting Monthly ATC Draw Down Monthly Safety Check Report Monthly EH Onsite Reports Mosquito Response Mosquito Trapping NC Detect Online OSWW Applications OSWW Finals Preparedness Coordinator Meeting Quarterly Smartsheet Reports Radio Checks PHSWIDE Restaurant Inspections Thermometer Calibrations Title X Meetings Trillium Meeting Vaccine Inventory – Weekly Water Samples Well Applications</p>	<p>Internal Chart Audit EMR (BCCCP) Internal Chart Audit EMR (Billing/Coding) Internal Chart Audit EMR (FP) JCPC Meeting Leadership Meeting Monthly ATC Draw Down Monthly EH Onsite Reports Mosquito Response Mosquito Trapping NC Detect Online NCEHSOP Emergency Preparedness OSWW Applications OSWW Finals Partnership Board Meeting PCHD Advisory Board Meeting Pool/Spa Inspections Preparedness Coordinator Meeting Rabies Clinic Radio Checks PHSWIDE Regional Food Protection Branch Meeting REHS Board Meeting Restaurant Inspections Thermometer Calibrations Title X Meetings Trillium Meeting Trunk or Treat Activity Vaccine Inventory – Weekly Water Samples Well Applications WIC Director Call WIC Mini Lesson Training</p>
<p>November 340B/Pharmacy Inventory – Bi-Monthly 361 Smartsheet Report 452 Smartsheet Report</p>	<p>December 340B/Pharmacy Inventory – Bi-Monthly 361 Quarterly Report 361 Smartsheet Report</p>

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514 Smartsheet Report	403 Quarterly Report
539 Smartsheet Report	403 Smartsheet Report/Audit
543 Smartsheet Report	452 Quarterly Report
546 Smartsheet Report	452 Smartsheet Report
551 Smartsheet Report	510 Smartsheet Report
619 Smartsheet Report	514 Quarterly Report
620 Smartsheet Report	514 Smartsheet Report
716 Smartsheet Report	536 Smartsheet Report
Accreditation Meeting	539 Quarterly Report
Billing/Coding Report	539 Smartsheet Report
Breastfeeding Peer Coordinator Quarterly Report	543 Quarterly Report
CHIPS Trainings	543 Smartsheet Report
CLC LEPC	546 Quarterly Report
Clinic Staff Meeting	546 Smartsheet Report
Christmas Parade	551 Quarterly Report
COVID Webinar NCEDSS – Bi-Weekly	551 Smartsheet Report
Department Meeting	619 Quarterly Report
Environmental Health Meeting	619 Smartsheet Report
GETS PHSWIDE	620 Quarterly Report
Health Director Meetings	620 Smartsheet Report
JCPC Meeting	715 Quarterly Report
Leadership Meeting	715 Smartsheet Report
Monthly ATC Draw Down	716 Quarterly Report
Monthly Safety Check Report	716 Smartsheet Report
Monthly EH Onsite Reports	886 Quarterly Report
NC Detect Online	886 Smartsheet Report
OSWW Applications	Accreditation Dashboard – 12/1/23
OSWW Finals	Accreditation Meeting
Pool/Spa Inspections	Billing/Coding Report
Preparedness Coordinator Meeting	BOCC YTD Report 2023
Radio Checks PHSWIDE	BOH/Commissioners Meetings
Restaurant Inspections	Budget Program Line Item Review
Thermometer Calibrations	CHIPS Report – 12/1/23
Title X Meetings	CHIPS Scorecard Update
Trillium Meeting	Clinic Staff Meeting
Vaccine Inventory – Weekly	COVID Webinar NCEDSS – Bi-Weekly
Veterans Parade	Department Meeting
Water Samples	Environmental Health Meetings
Well Applications	GETS PHSWIDE
	Health Director Meetings
	JCPC Meeting
	Leadership Meeting
	Monthly ATC Draw Down
	Monthly EH Onsite Reports
	NC Detect Online
	OSWW Applications
	OSWW Finals
	Partnership Board Meeting

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	<p>PCHD Advisory Board Meeting Pool/Spa Inspections Preparedness Coordinator Meeting Quarterly Smartsheet Reports Radio Checks PHSWIDE Restaurant Inspections SOTCH Report – 12/1/23 Thermometer Calibrations Title X Meetings Toys for Tots (Toy Drive) Vaccine Inventory – Weekly Water Samples Well Applications WIC Director Call</p>
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